



City of Palm Springs

3200 E. Tahquitz Canyon, Palm Springs, CA 92262

Tel (760) 323-8215 – Fax (760) 322-8357 – TDD 864-9527 – Jobline (760) 323-8290

CRIME SCENE TECHNICIAN

Salary

\$3,918 – \$4,773 per month

Final filing date

Open until Filled

Requires: [City Application](#) and [Supplemental Questionnaire](#)

APPLICATION AND SELECTION PROCEDURE

Applications obtained at Palm Springs City Hall, 3200 E. Tahquitz Canyon, Palm Springs, Monday – Friday, 8:00 a.m. - 5:00 p.m. or on the City website at www.ci.palm-springs.ca.us. Applications will be reviewed carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting the minimum requirements does not guarantee an invitation to compete further in the process.

DEFINITION

To identify, collect, preserve, and conduct examination of physical evidence recovered at crime scenes, accident locations, and other investigations. To provide technical assistance to staff, district attorney, and other agencies as necessary.

ESSENTIAL FUNCTIONS

- Conduct crime scene examinations and investigations; recognize, collect, and preserve physical evidence such as fibers, fingerprints, firearm evidence, hairs, impression evidence – shoe, tire or tool, and biological fluids.
- Document crime scene investigations and accident locations by conventional, digital, and video photography, sketching and computer aided diagramming.
- Prepare photographic prints as exhibits, using digital imaging and conventional photographic techniques.
- Process evidence collected at the crime scene for other forms of physical, physiological, and trace evidence.
- Develop, collect and/or preserve latent fingerprints.
- Determine the value of latent fingerprints submitted by PSPD employees; forward to CAL-ID or DOJ for AFIS entry.
- Perform latent fingerprint comparisons as necessary.
- Conduct serial number restoration procedures of firearms.
- Perform presumptive chemical identification examinations on various types of substances including, but not limited to, blood and narcotics.
- Prepare detailed reports of investigations and/or forensic examinations conducted.
- Present findings of investigations and/or forensic examinations conducted in a court of law as an expert witness.
- Instruct department personnel on the proper methods of crime scene search and investigations; and the preservation and collection of physical evidence.
- Train, supervise, and evaluate Volunteers in Policing (V.I.P.) staffing in their specific area of crime scene expertise.
- Train employees in crime scene and lab safety.
- Document physical lineups and surveillance by conventional, digital, and video photography.
- Enhance video surveillance from department and non-department sources.
- Maintain department crime scene equipment.
- Maintain required documentation for OSHA and Risk Management.
- Maintain photographic (digital and film), video, and audio evidence.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience: Three years of law enforcement identification work to include latent print and crime scene analysis. **Training:** Equivalent to an Associate of Arts degree from an accredited college with coursework in criminology, criminalistics, or a closely related field and/or specific forensic training.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid driver's license. Minimal certification as Latent Print Examiner through the FBI, IAI, or California Department of Justice (CCI) is desirable.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; exposure to potentially hazardous chemicals, human or animal body fluids. Work in or with water. Work in extreme weather conditions. **Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods.

BENEFITS

- PERS 2.7% @ 55 – 8% Employee contribution paid by City as EPMC
- Group Medical, Dental & Vision Insurance – Generous City contribution toward premium costs
- IRS 125 Plan
- Vacation/Sick Leave – starts at 144 hours per year
- 12 paid holidays per year
- City paid Life Insurance – \$20,000
- City paid Long Term Disability plan
- City contribution of \$50/month to Employee Retiree Health Savings Plan
- Employee Assistance Program
- Tuition Reimbursement Program
- Employee paid Deferred Compensation Program
- The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

APPLICATIONS

City application must be thoroughly completed. Resumes and/or references may be attached but will not be accepted in lieu of a City application form. A faxed or Email application will be accepted if followed by the original within one week of deadline. All information on the application is subject to investigation and verification.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the application and selection process to accommodate persons with a qualified disability; however, you must advise Human Resources in advance of the selection process so that a Reasonable Accommodation Request Form can be processed (you may download a form from the Website or request one mailed).

EQUAL OPPORTUNITY

The City of Palm Springs is an equal employment opportunity employer. We encourage all persons to file applications with us as we do not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, or disability.

WORKSITE ACCOMMODATIONS

A qualified individual with a disability who is selected for hire will be invited to discuss any needs for special accommodations.

IMMIGRATION LAW

In compliance with the Immigration Report and Control Act of 1986, the City requires all new employees, to present original documents (on or before the first day of employment) that will provide evidence of identity and employment eligibility. Residency is NOT a requirement of City employment. Citizenship is NOT a requirement unless so stipulated. Non-citizen applicants must have an alien registration receipt card.

BACKGROUND CHECK

Once an employment offer has been made all candidates will participate in a confidential background investigation, have their fingerprints reviewed by the Department of Justice and all candidates will be required to take and pass a drug and alcohol test prior to employment.

ELIGIBILITY LIST

If not selected for a position (but deemed acceptable to the hiring supervisor), an applicant's name may be retained on an eligibility list for another position in that classification. Eligibility lists expire, unless specifically extended, at the end of a one (1) year period.

EMPLOYEE LEAVE

Number of hours per month depends on the length of service and unit of the employee.

EMPLOYMENT EXPENSES

Applicants are responsible for any personal expenses incurred during the selection and hiring process.

BULLETIN PROVISIONS

The provisions of this bulletin do not constitute an express or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

EMPLOYMENT OPPORTUNITY
